

Data Reporting Instructions 2006

Private Vocational Schools

What training programs do I report on?

Please report on all programs you currently have listed on your Private Vocational School license. To review the programs you are currently authorized to offer under your license, you can use the online licensing system with your login id and password, or contact Donna Ashman at dashman@wtb.wa.gov or (360)753-5673.

What students do I need to report on?

- **Include students who withdrew, graduated or were enrolled at any time during the year from July 1, 2005 through June 30, 2006.**
- Please include any students who started before July 1, 2005 and were still enrolled after July 1, 2005, even if you reported them last year.
- If you had students who were still enrolled as of June 30, 2006, leave the exit date blank and give them an enrollment status code of 3 or 4 (see "PVSA Annual Data Report Form Data Definitions and Codes").
- If your school is located outside Washington State, report only on students who were Washington residents at the time they started your training program(s).
- Do not report employed students whose tuition was paid by their employer or students funded solely by the DVR or the Department of Labor and Industries.
- **If you have no students to report** please contact Barbara Mix at bmix@wtb.wa.gov or (360)586-3322, or Karen Pyle at kpyle@wtb.wa.gov or (360)664-4622.

What information is required to be reported?

For each student who was enrolled in, or graduated or withdrew from the program(s) during each reporting period, we need:

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| • program title* | • Gender* |
| • program CIP (Classification of Instructional Programs) Code | • disability status |
| • program duration (in months) | • highest grade completed before enrolling* |
| • student name* | • start date* |
| • social security number* | • exit date* |
| • address* | • enrollment status at end of reporting period* |
| • phone number* | • GPA, if applicable |
| • date of birth* | |
| • Hispanic/Non-Hispanic* | |
| • Race* | |

*** A complete data report, including all of these data elements, is a pre-requisite for Private Vocational School license renewal.**

How can I report the information? Reporting forms and instructions can be downloaded in MS Excel format or as PDF files from the Workforce Board website at http://www.wtb.wa.gov/PCS_AnnualReport.asp. Upon request, we can also send the Excel version attached to an email. Forms can be filled out with Excel or similar spreadsheet, with MS Access, or by hand. ***Electronic format is preferred over hard copy.*** Please use the data report form and codes (see “PVSA Annual Data Report Form Data Definitions and Codes”) provided by the Workforce Board. **We will no longer accept data that does not follow the format and coding specified by the form and instructions.**

How can the data be returned?

Electronic versions: Please save the final file using a password, as an added security measure. To do so in Excel, click on **File, Save As**, then click the **Options** button. Then type in the password and continue with saving the file. If you are sending more than one file, use the same password for each. Email is the fastest and most secure method we currently have available. Email the file(s), as an attachment, to kpyle@wtb.wa.gov. (Please inform the Workforce Board of the password you are using, via a separate email or phone call.)

Hard copies can be mailed to Barbara Mix, Workforce Board, PO Box 43105, Olympia, WA 98504-3105. For the highest security, you can hand-deliver your data to our office at 128 10th Ave SW, 6th floor, Olympia, WA.

What measures are taken by the Workforce Board to ensure data security?

All data reported to the Workforce Board is kept on removable hard disks that are locked into file drawers when not in use. All CD's, disks, and hard copy data is stored in locked drawers and destroyed when no longer needed. All Workforce Board data computers are password-protected. Access to individual data is limited to staff and contractors who have signed Confidentiality Statements in which they agree to follow strict data security procedures. Individual data reported to The Workforce Board is not considered public information, and is exempt from public disclosure laws.

If you are concerned about the security of these delivery methods, contact Karen Pyle to discuss alternatives.

Are social security numbers required to be reported? Private vocational schools are required to *ask* students for social security numbers and report those social security numbers they receive to the Workforce Board. A student has the right to choose not to provide their social security number. Please inform students about why they are being asked to give out their social security number and what security measures will be taken with the information, so that they can make an informed choice.

The data report is due by 5:00 pm on Friday, October 13, 2006.

Please feel free to call or email Karen Pyle at (360) 664-4622 or kpyle@wtb.wa.gov, with any questions or concerns you may have. For questions regarding your Private Vocational School License, please contact Donna Ashman at (360)753-5673 or dashman@wtb.wa.gov.